

STIP Too

Statewide Transportation Improvement Program
Version 5.1

User Guide

March 7, 2001

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1. Quick Start

Okay, you want to get right to work with this application. You've got a bunch of worthwhile projects funded & planned and want to begin putting your TIP together. This section tells you how to get the 2001 version of the Filemaker Pro **STIP Too** v.5.x application installed on your computer's hard drive and then how to start it.

From CD:

For Windows 9x/NT

- A. On your hard drive create a new folder called, preferably, **STIPFM2001**
- B. Insert the **CD** into your computer, open it, select all files, & drag them to the **STIPFM2001** folder
- C. Select all files, go to File/Properties and unclick "Read-only". Now the program will allow you to input your project data.

For Macintosh

- A. Insert the CD into your computer, open it, double click on STIPmac.sea.
- B. When asked where to put the STIPfm2000 folder, do so.

From The Internet:

- Go to the Highways & Local Programs website . This can be reached from the WSDOT website at <http://www.wsdot.wa.gov>.
- Click on STIP to go to the section with the **STIP Too** application.
- Click on the link for your operating system version of the **STIP Too** application to download it to your computer. For Windows 9x/NT this will be STIPwin.exe and for Macintosh this will be STIPmac.sea.

To Launch the STIP Too Application:

- Double click on the **STIP Too** application program in the **STIPFM2000** folder. (On a Windows 9x/NT system this may appear as STIP.EXE.)

2. Overview

In 1992, an application to allow Local Agencies to prepare their Six Year Transportation Improvement Programs (TIP) was developed and distributed. This was the original FoxPro version of the STIP application.

For various reasons, many agencies found this version of the STIP application unsuitable and in response, a simplified version of the application, based on the Six Year form, was developed and distributed. This version, 1.0, proved to be easy for agencies to use and very maintenance free. It was decided that we would replace the FoxPro version with the Filemaker version so '**STIP Too**' was developed to provide more functionality and reporting capabilities than the previous FoxPro version. Thanks to you and more than 300 agencies use and comments over the past two years, we are now at version 5.1

The Filemaker STIP application will be available from a variety of sources. You can contact Highways & Local Programs to get a CD at any time (see page 27 for contacts) . The latest version will also be included in the DOT forms application in the LAG manual section on the Engineering Publications CD Library, as well as, available for download from the Highways & Local Programs website at:

<http://www.wsdot.wa.gov/ta/homepage/HLPHP.html>.

It is our intent to make this application responsive to your needs so we encourage any comments or suggestions you have for improving the program.

3. Screens

The **List Projects** screen

Project Listing

Project Title	Road Name or No.	Beginning	End
East Eighth St Reconstruction	East Eighth St	Coppel Avenue	East CIL
Coppel Curbs & Gutters	Coppel Rd/SR 12	Preston Avenue	South Ninth St
Taggart Rd Realignment	Taggart Rd	Taggart Rd	SR 12
Bolles Junction Rd Reconstruction	Bolles Junction Rd	East CIL	West CIL
West Seventh St	West Seventh St	Coppel Avenue	West CIL
Interlie Rd I-92 to Olympia St	New Road	MP 0.000	MP 5.25
Finley Road Bridge at CID Canal	49550	CID Canal Bridge @	CID Canal Bridge @
Piert Rd Ext. Interlie Rd to Bowles Rd	77210	Lachelt Rd	Bowles Rd
Interlie Rd BNSFRR Overcrossing	77210	At BNSFRR crossing	At BNSFRR crossing
Interlie Rd Olympia St to Piert Rd	New Road	MP 6.25	MP 10.50
MISC. STORM DRAIN	Various Locations	1999 through 2004	1999 through 2004
CCB/BNSF GRADE SEPARATION	Columbia Center Railroad	CCB/BNSF RR	CCB/BNSF RR
COLUMBIA DRIVE	Washington to Gum	Washington	Gum
KENNEWICK AVENUE	SR395 to Olympia	SR395	Olympia
RESIDENTIAL OVERLAYS	Various Locations	1999 through 2004	1999 through 2004
MISCELLANEOUS SIGNALS	Various Locations	1999 through 2004	1999 through 2004
DOWNTOWN REVITALIZATION Phase 3	Downtown Revitalization - 1st	Dayton	Washington
Grosscup Road Reconstruction - Phase I	Grosscup Road	SR 224 to Deer Street	Phase I
Keene Road Extension Project- Phase I	Keene Road	East City Limits	Bombing Range Road

This is the first screen that you go to in the STIP application. It shows you a listing of all the projects in your TIP. They are listed by Project title, road name or number, and termini so that you quickly identify individual projects.

The Project Details screen

Project Details

Records: 1383
Found: 618
Unsorted

STIP.stp

List Projects Print New Project 5 Year Form STIP Reports Delete Record

Find Export/Import Instructions ? Help

Statewide Transportation Improvement Program - v5.1 - 3/7/2001

From **1999** to **2001**

For help or information about a particular entry click on any "RED" field name.
NOTE: *denotes a required field

Agency / Program Information PLCNAME Database

*Agency **WAITSBURG**

County No. **36** City No. **1360** *MPO/RTPO **NON/BFCG**

County Name **Walla Walla Co**

Hearing Date **4/19/2000** Adoption Date **4/19/2000** Resolution No. **419-388**

*WSDOT Region ☐ MW ☐ NC ☐ OLY ☐ SW ☒ SC ☐ EAST ☐ NW/OLY ☐ WSE

Project Identification STIP Amend. No. **0**

*Project Title **East Eighth St Reconstruction**

Local Project ID **0** PIN No. **0**

Federal Aid Number **0** Revision No. **0**

WSBIS Bridge No. **0**

Road Name or No. **East Eighth St**

Begin MP/Street **Coppel Avenue** End MP/Street **East C/L**

Total Project Length **0.37** Utility Codes ☒ C ☐ G ☐ O ☐ P ☒ S ☐ T ☒ W

100 Browse

This is the screen that you will use to enter the information on a new project or to edit the information in an existing project. You can also add a new phase(s) from this screen. It shows individual project details.

The Find Screen

Stip.stp

List Projects Data Entry 6 Year Form STIP Reports

Project Selection Criteria

4 DIGIT TIP Year

Agency Name

City Name

County Name

MPO/RTPO

WSDOT Region

Project Status

Revision No.

STIP Amendment No.

To see all the different values for a field that currently exist so that you can pick from them click on any **RED** field name.

After you have filled out your selection criteria press the Find button or the Enter key to go ahead and find your records.

If you want to look at **ALL** of your records again after previously finding a subset just click on the Find All button.

Find

Find All

100 Find

This is the screen that enables you to work with smaller groups of projects or an individual project. You can look at projects by TIP year, agency, city, county, MPO/RTPO, WSDOT region, project status, revision number or any combination of these.

If you enter a TIP year you will see all projects within that year. You will be looking at phases for those projects which start within the six years on the List Projects and Project Details screens as well as on the Six Year Form. On the STIP reports and to export records you will only get phase information which starts within the first three years of the project year.

If you don't select on year you will get all phases of a project, regardless of when they start. This applies to all screens and reports for that set of projects.

Clicking on the **Find All** button from this screen will allow you to look at all of your projects.

NOTE: When you are doing a report it is important to first find the correct set of records for that report. For instance, since all reports are by year, you need to make sure that you have found a set of records by year *first* so that the correct set of phase records for the report can be found. Please also note that the STIP report should be for *selected* projects only, so you should include that criteria with the year.

The Six Year Form

Stip.stp

Print Form New Project Export/Import List Projects Data Entry Reassign Priorities Instructions

Agency: Island Co.
 Co. No.: 15 Co. Name: Island Co.
 City No.: 0000 MPO/RTPO: NON

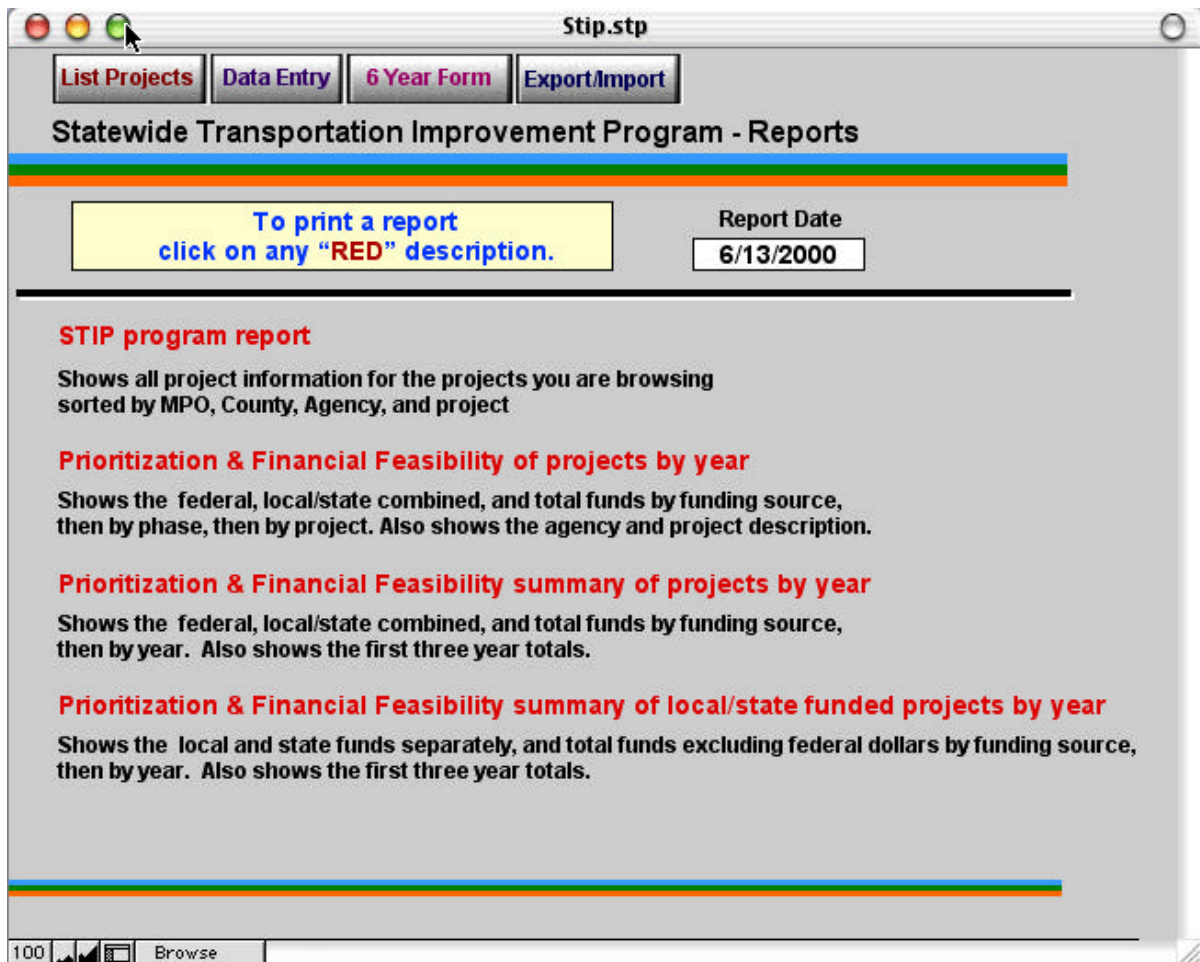
Records: 254
 Found: 37
 Sorted

Functional Class	Priority Number	Project Identification A. Federal Aid No. B. Bridge No. C. Project Title D. Street/Road Name or Number E. Beginning MP or road - Ending MP or road F. Describe Work to be Done	Improvement Type(s)	Status	Total Length	Utility Codes	Project Phase Project Start (mm/dd/yyyy)	Project Costs in Thousands				
								Fund Source				
								Federal Funding Federal Fund Code	Federal Cost by Phase	State Fund Code		
1	2	3	4	5	6	7	8	9	10	11	12	
00	4	MINOR SAFETY IMPROVEMENTS COUNTY WIDE Name: COUNTY WIDE Loc: COUNTY WIDE WARNING LIGHTS/INTERSECTION SIGN DISTANCE IMPROVEMENTS/ SCHOOL ZONE SAFETY JOINT ISLAND	12	S			PC CM	1/1/2000 5/1/2000				
Totals:								0				
00	4	WHIDBEY ISLAND GUARDRAIL WHIDBEY ISLAND Name: WHIDBEY ISLAND Loc: WHIDBEY ISLAND MISCELLANEOUS GUARDRAIL	12	P			PC CM	1/1/2000 5/1/2000				
Totals:								0				
00	4	CAMINO ISLAND GUARDRAIL CAMINO ISLAND Name: CAMINO ISLAND Loc: CAMINO ISLAND MISCELLANEOUS GUARDRAIL	12	P			PC CM	1/1/2000 5/1/2000				
Totals:								0				
00	4						CM	1/1/2000	1	RT/PM	1	

For help or information about a particular column - click on ?

This screen shows you a listing of all the projects in your TIP in the Six Year Form format. They are in order by MPO, agency, priority, and project. From here you can also print the Six Year Form.

The **STIP Reports** selection screen



This screen allows you to select a particular STIP report. Currently four reports are provided. They are the STIP report, the Financial Feasibility report, the Financial Feasibility report, the Financial Feasibility Summary report, and the State/Local Financial Feasibility Summary report. (For additional information, see Section 8 - STIP Reports.)

The STIP report shows you all the *federally funded* and/or *regionally significant* projects listed in the first three years of the STIP.

The Financial Feasibility report provides you with a list of project phases by fund source and by Year 1, Year 2 and Year 3. (This report may be of use to MPOs and RTPOs.)

The Financial Feasibility report gives you the grand total by fund source and by Year 1, Year 2 and Year 3. (This report may also be of use to MPOs and RTPOs.)

The Financial Feasibility Summary report gives you the grand total by Federal fund source with State & Local combined and by Year 1, Year 2 and Year 3. (This report is for local agencies.)

The State/Local Financial Feasibility Summary report gives you the grand total by State or Local fund source with no Federal dollars and by Year 1, Year 2 and Year 3. (This report is for local agencies.)

The **Export/ Import** selection screen



This is the screen you use to get project records into and out of this application.

4. Entering a New Project

New project information can be entered by clicking on the yellow **“New Project”** button located on the “List Projects” screen or the “Project Details” screen,. This creates a new blank record to begin entering project data. Now you’re on your way.

Select your agency name from the **“PLCENAME Database”** button and click on the **“Copy Place Data Back to the STIP Form”** button. Your agency name, county name and number and/or city number, MPO/RTPO and WSDOT region automatically fill in. As you keep adding new projects, these fields continue to auto-fill. (For MPO’s and RTPO’s, this will continue until you change the agency name.) Once the hearing date, adoption date and resolution number are filled in the first time, these fields will also continue to fill in automatically.

,As you fill in the project information, you may reach a field that you are not sure what to enter or select. To get help for that field, simply click on the field name (shown in *red* text). Help for all fields is available by clicking on the “Instructions” button.

5. Modifying an Existing Project

Other than turning on your computer and/or entering a new project, making changes to an existing project is probably the second easiest thing to do with this program. All you have to do is locate the project in your database. (*No big deal, right?*) To do this it will be helpful to know a key bit of information about the project; like the project number, the title, or maybe the priority number. Next, find the project. You can do this from the “List Projects” screen. (If you are an MPO, RTPO or an agency with a fairly large database, i.e. several hundred records, you may find it helpful to first sort the projects into a smaller dataset. This can be accomplished through the Mode/Sort from the command bar.)

Now then, on to the modifications. Go to the field(s) needing to be changed in the Project Details screen, make the changes, and go on the next project to be modified. If you want to make sure of your changes, just click on the “6 Year Form” button to view the changes.

6. Exporting/Importing

This program allows you to export data as Filemaker files for sending to your MPO/RTPO and/or to your Regional Local Programs Engineer, as well as, import data from a variety of predefined sources.

Records that are imported will replace ones that are already there for the same project, both main project and phase. The program does this by first copying all the project records to a temporary location. It then checks to see if records for those projects already exist. If they do, they are first deleted along with all associated phase information, then all records are added to the STIP database. Deleted records are first written to a database called ImpSTIP.stp. (**NOTE:** this is for historical purposes only, main project records are written out but no associated phase information is written.)

During the import process, on all options you will see an hour-glass and/or messages at various times indicating the progress of the different operations. Some of these may say things like “relookup in progress” and will pop up from time to time while the processes are being carried out. These processes keep all the record information synchronized.

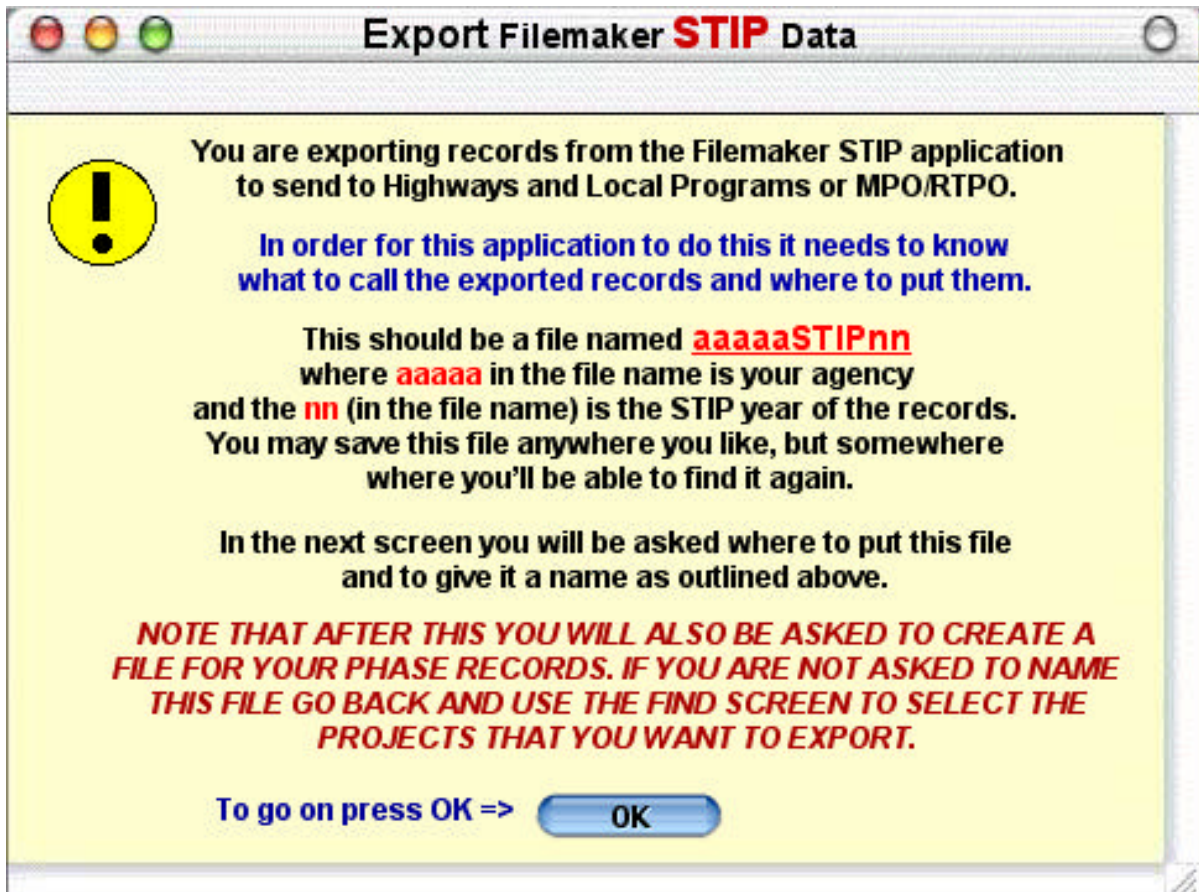
The Export/Import screen is shown below with details on each option following.



Export records to files for mailing to your MPO/RTPO and Highways & Local Programs

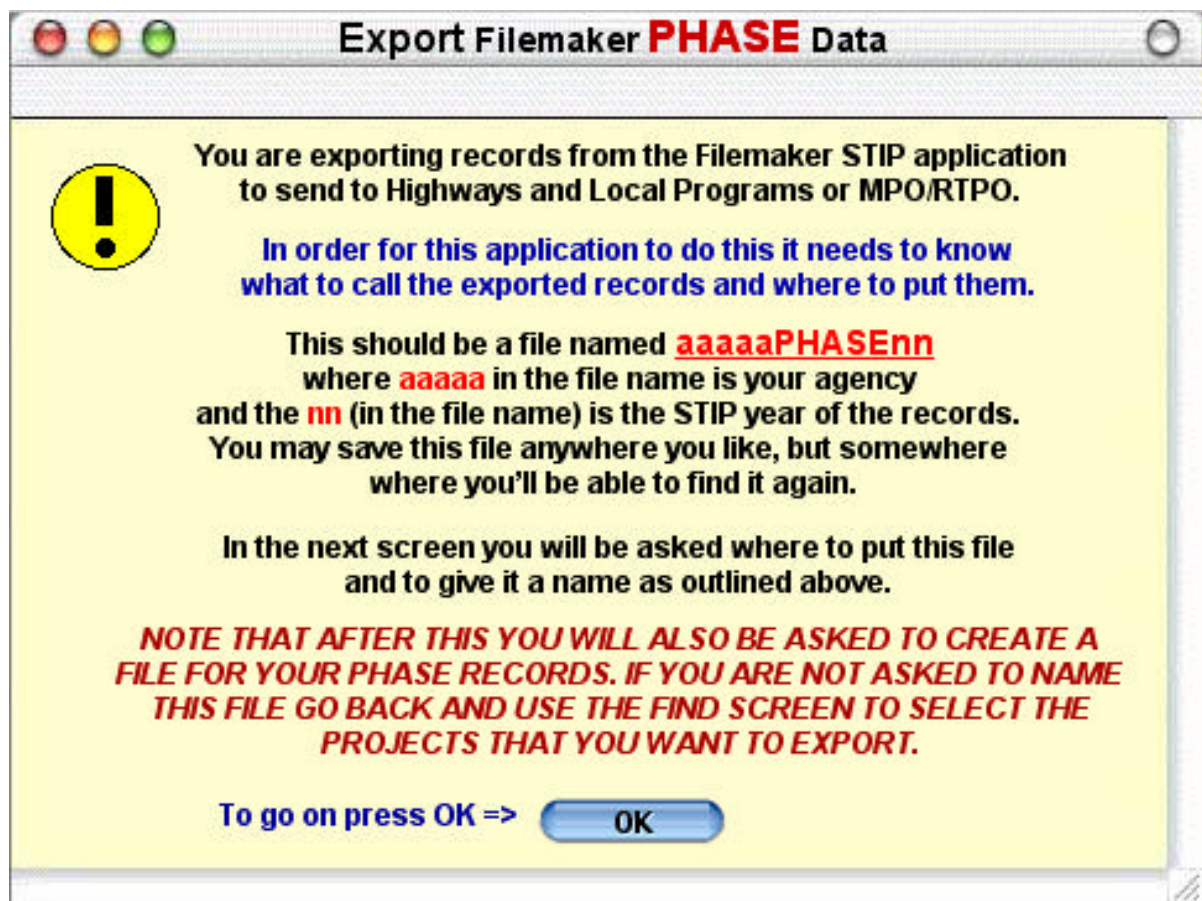
When you need to send your TIP to your MPO/RTPO and/or to Highways & Local Programs or you want to split your projects up for some other reason then you would export records using this program.

First you will be asked to name the file containing the STIP records and where to put it so that it can be exported. You will get a screen that explains this:



Please note the suggested naming convention for the file. You can call it anything you like, but it is necessary for you, your MPO/RTPO and/or Highways & Local Programs to be able to tell where the records came from and what they are, either STIP (project) or PHASE records. Because of this, it is important that you have your agency name and some way to distinguish between STIP or PHASE records in the name.

Next you will be asked to name the file containing the PHASE records and where to put it so that it can be exported. You will get a screen that explains this:



After the export finishes you will return to the Records Export Completed screen. Click "OK" to return to the Project Details screen.

Import “exported” records from a Filemaker STIP program of this version

There may be times when you need to import data that has been “exported” from the same ‘*STIP Too*’ version that you are using. This might be when another agency sends you records they have exported or if you want to work with a subset of projects from a previous year’s TIP.

You will have two files to import, one containing STIP, or main project records, and the other containing the phase records for those projects. The names could be different, but there should be an indication in the file name of the agency the records are from as well as whether they are STIP (project) records or PHASE records.

First you will be asked to find the file containing the STIP records so that it can be imported. You will get a screen that explains this:



This database contains one project record for each project you enter into your TIP. After clicking on **OK** you will get a standard open dialog box to locate this file.

Next you will be asked to find the file containing the PHASE records so that it can be imported. You will get a screen that explains this:



This database contains one or more phase records for each project you enter into your TIP. After clicking on **OK** you will get a standard open dialog box to locate this file.

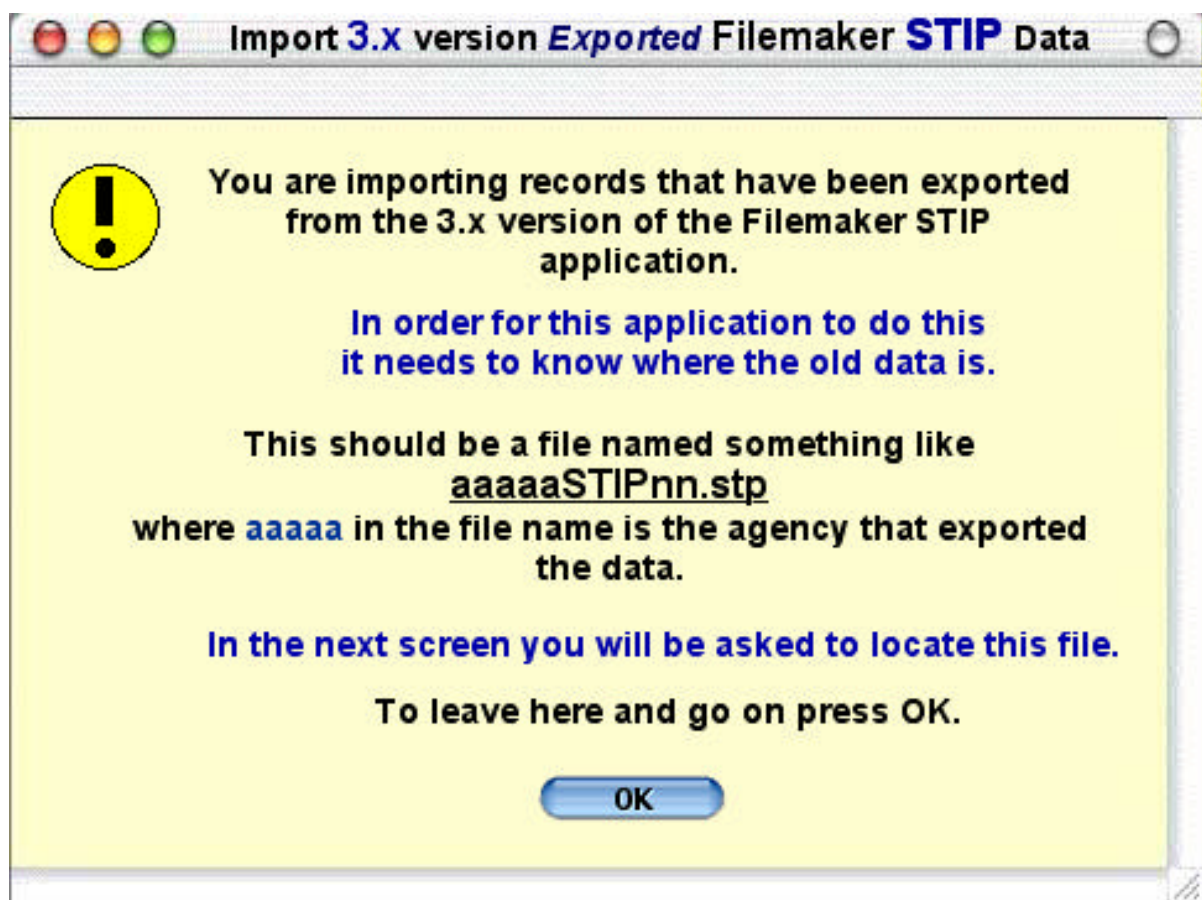
After the import finishes you will return to the Project List screen. From here you will be ready to view/review your project data either in the Project Details screen, the Six Year Form or in the STIP report.

Import “exported” records from a Filemaker STIP program of the previous version

There may be times when you need to import data that has been “exported” from the 3.x ‘*STIP Too*’ version that you are using. This would normally be when you are changing to this 5.x version. The previous version was a Filemaker 4 application. Filemaker 4 and Filemaker 3 both had the same file format. Filemaker 5 has a different file format.

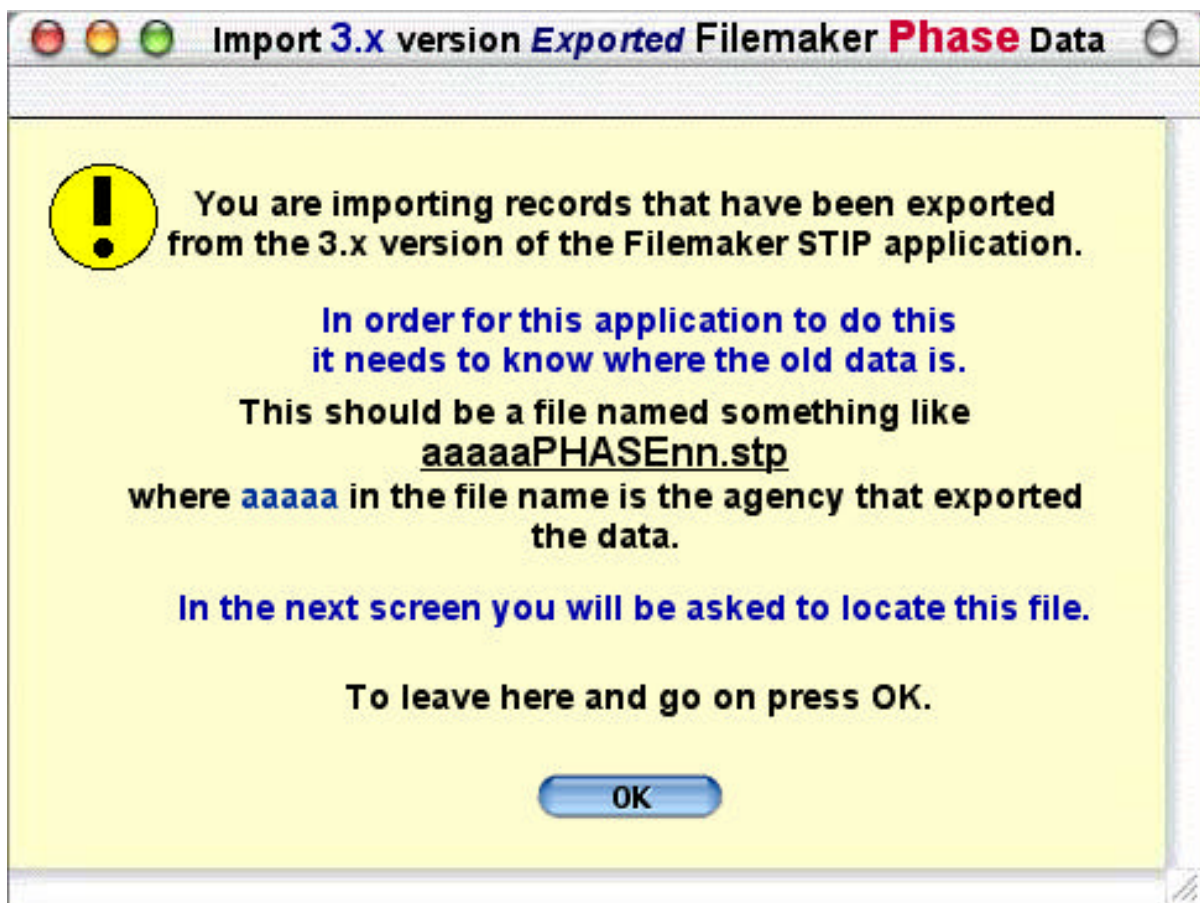
You will have two files to import, one containing STIP, or main project records, and the other containing the phase records for those projects. The names could be different, but there should be an indication in the file name of the agency the records are from as well as whether they are STIP (project) records or PHASE records.

First you will be asked to find the file containing the STIP records so that it can be imported. You will get a screen that explains this:



This database contains one project record for each project you enter into your TIP. After clicking on **OK** you will get a standard open dialog box to locate this file. After locating this file you will be asked to convert it, since it is a Filemaker 3/4 file. The application will suggest a new name and will preserve your old export file with the word “old” added to the name. Just go ahead and accept the defaults. After conversion the project records should import from the converted file.

Next you will be asked to find the file containing the PHASE records so that it can be imported. You will get a screen that explains this:



This database contains one or more phase records for each project you enter into your TIP. After clicking on **OK** you will get a standard open dialog box to locate this file. After locating this file you will be asked to convert it, since it is a Filemaker 3/4 file. The application will suggest a new name and will preserve your old export file with the word "old" added to the name. Just go ahead and accept the defaults. After conversion the project records should import from the converted file.

After the import finishes you will return to the Project List screen. From here you will be ready to view/review your project data either in the Project Details screen, the Six Year Form or in the STIP report.

Import from another Filemaker STIP program of this version

If you download a new copy of STIP and need to move your records from your older copy, or for any reason need to move records from one copy of STIP to another, there is no reason to export first. The only reason we export when sending files is so that they just contain the data, and so are smaller for emailing.

You will have to import from the databases containing the STIP, or main project records, and the other containing the phase records for those projects. The names of these databases will be STIP.STP and PHASE.STP.

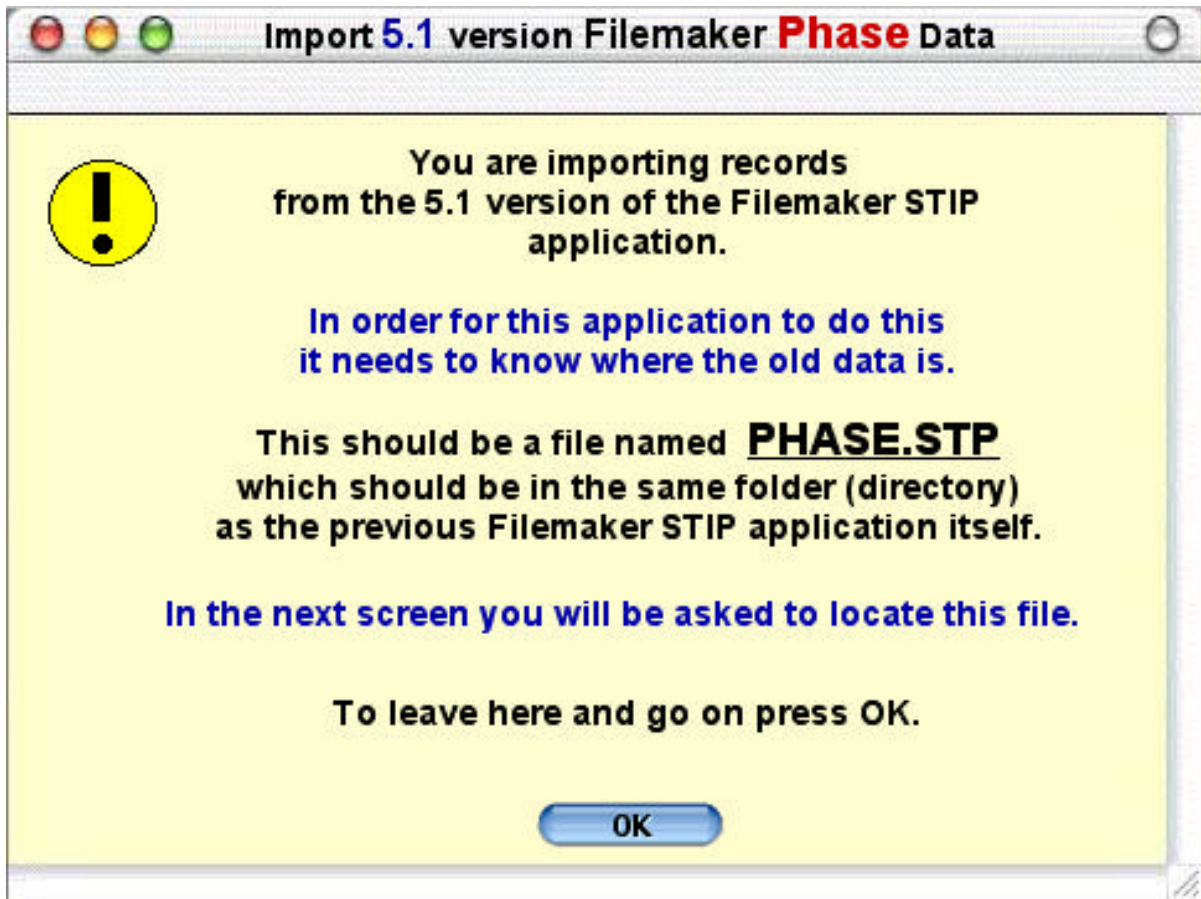
***NOTE:** If you are importing from version 3.x of STIP you will get a message telling you that the database you are importing from is an older version and needs to be converted first. This is OK. The STIP application will convert your old files to the version 5 format, but will also leave old versions of your files in the old format. Just answer all conversion questions with the default suggestions and OK.*

First you will be asked to find the file containing the STIP records so that it can be imported. You will get a screen that explains this:



This database contains one project record for each project you enter into your TIP. After clicking on **OK** you will get a standard open dialog box to locate this file.

Next you will be asked to find the file containing the PHASE records so that it can be imported. You will get a screen that explains this:



This database contains one or more phase records for each project you enter into your TIP. After clicking on **OK** you will get a standard open dialog box to locate this file.

After the import finishes you will return to the Project List screen. From here you will be ready to view/review your project data either in the Project Details screen, the Six Year Form or in the STIP report.

Import CPMS records

CPMS is a system used at WSDOT to manage capital projects. There is information in this system for WSDOT managed projects that needs to be in the final STIP. This option enables WSDOT personnel to import records that have been exported from this system.

This option is only of use to WSDOT personnel.

7. The Six Year Form (Sample)

Washington State Department of Transportation

Agency: Olympic

County No. 16

City No. 6026

HPO: TRPC

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Six Year Transportation Improvement Program

From 1997 to 2002

Meeting Date: _____

Expenditure Date: _____

Resolution No. 44-1-29

Fiscal Year	Priority Ranking	Project Description A. Project No. B. Project No. C. Project Title D. Street/County Route Name/Intersection E. Total Funding and EPA F. Detailed Work to be Done	Improvement Type	Status	Total Length	Utility Codes	Project Costs in Thousands of Dollars										Expenditure Schedule (Local Agency)				Funding Source		
							Project Construction						Other				Total				Type	Funding Source	
							Project	Sub	Other	Other	Other	Other	Other	Other	Other	Other	Other	Other	Other	Other			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21			
16	16	2. Franklin Street Forest Road Improvement B. Franklin Rd to Lacey City Limits C. Franklin Rd to Lacey City Limits D. Franklin Rd to Lacey City Limits	EG	P		T C P O	16	16	16	16	16	16	16	16	16	16	16	16	16	16			
							Total						200							Yes			
Grand Total for Olympic							1384						738				200						200

Financial Feasibility Report (Sample)

Prioritization & Financial Feasibility of Federal Aid Projects by Year 1997						
April 14, 1998						
Fund Source	Phase	Agency Project Title Description	Project ID Termini Beginning and End	Funds (Dollars in Thousands)		
				Federal	Local/State	Total
BR						
	RW	WSDOT BR 20: Thompson River Bridge 20A88 Bridge Replacement	202024A MP201.41 to MP201.44	23	6	29
	RW	WSDOT BCHUALA RIVER BR. Replace Bridge	400894B MP42.5 to 42.9	46	11	57
	CN	WSDOT BR 5, 9, 11, 582, 589 AND 542 BRIDGES SEISMIC RETROFIT (SEE W&L SCREEN FOR BRIDGES)	100004P MP000.000 TO MP000.000	263	66	329
	CN	WSDOT BR 5, 9, 11, 582, 589 AND 542 BRIDGES SEISMIC RETROFIT BR 5/701, 5/704, 9/215, 11/1, 11/7, 11/8, 11/102, 5322, 539/880,	100004P MP000.000 TO MP000.000	79	20	99
	CN	WSDOT NOCKSACK RIVER BRIDGE TO BLAINE OLYMPIAN SAFETY 5/828E, 5/43M, 5/830, 834, 838E & W/841, 842E & 548M	100595A MP268.050 TO MP274.200	98	24	122
	CN	WSDOT DECEPTION PASS 202045C AND BRIDGE PAINTING	102028E MP041.810 TO MP042.140	441	121	562
	CN	WSDOT DECEPTION PASS 202045C AND BRIDGE PAINTING	102028E MP041.810 TO MP042.140	1193	326	1519
	CN	WSDOT EVANCKEN BRIDGES SEISMIC RETROFIT - 20211S, 20211N, 20211S (APPR)	102034A MP050.840 TO MP051.510	235	59	294
	RW	WSDOT BOULDER CREEK BRIDGE 54229 REPLACE BRIDGE	154229A MP028.840 TO MP028.850	34	8	42
	PE	WSDOT BR 518: Montlake Bridge Seismic Retrofit Montlake Bridge NFB to SFB	151300B	148	37	185

Financial Feasibility Summary Report (Sample)

SUMMARY Prioritization & Financial Feasibility of Federal Aid Projects by Year 1997				
<div> <div>April 16, 1998</div> </div>				
Fund Source	Description	Funds (Dollars in Thousands)		Total
		Federal	Local/State	
BR	1997 Project Obligation Costs	48,022	12,062	60,084
	1998 Project Obligation Costs	20,585	5,152	25,737
	1999 Project Obligation Costs	14,657	3,662	18,319
	BR Obligation Totals	83,264	20,876	104,140
CMAQ	1998 Project Obligation Costs	400	62	462
	CMAQ Obligation Totals	400	62	462
DEMO	1997 Project Obligation Costs	5,859	2,027	7,886
	DEMO Obligation Totals	5,859	2,027	7,886
IC	1997 Project Obligation Costs	432	44	476
	IC Obligation Totals	432	44	476
IM	1997 Project Obligation Costs	62,149	11,724	73,873
	1998 Project Obligation Costs	22,256	2,304	24,560
	1999 Project Obligation Costs	15,240	1,620	16,860
	IM Obligation Totals	99,645	15,648	115,293
Local/State				
	1997 Project Obligation Costs	0	364,500	364,500

State and Local Financial Feasibility Summary Report (Sample)

LOCAL SUMMARY Prioritization & Financial Feasibility State & Local Funding Portion Federal Aid Projects by Year 2000				
June 15, 2000				
Fund Source	Description	Funds (Dollars in Thousands)		
		State	Local	Non-Federal Total
Local				
	2000 Project Obligation Costs	0	4,774	4,774
	2001 Project Obligation Costs	0	856	856
	2002 Project Obligation Costs	0	640	640
	Local Obligation Totals	0	6,270	6,270
PSMP				
	2001 Project Obligation Costs	5	4	9
	PSMP Obligation Totals	5	4	9
RAP				
	2000 Project Obligation Costs	6,601	1,212	7,813
	2001 Project Obligation Costs	3,429	1,356	4,785
	2002 Project Obligation Costs	1,371	146	1,517
	RAP Obligation Totals	11,401	2,714	14,115
SCA				
	2000 Project Obligation Costs	859	14	873
	2001 Project Obligation Costs	150	5	155
	SCA Obligation Totals	1,009	19	1,028
TIA				
	2000 Project Obligation Costs	6,677	909	7,586
	TIA Obligation Totals	6,677	909	7,586
UATA				
	2000 Project Obligation Costs	350	150	500
	UATA Obligation Totals	350	150	500

9. Appendices

A. Six Year Form Instructions

Heading

Agency	Enter name of the sponsoring agency.
County Number	Enter the OFM assigned number (see LAG Appendix 21.44).
City Number	Enter the OFM assigned number (see LAG Appendix 21.45).
MPO/RTPO	Enter the name of the associated MPO (if located within urbanized area) or RTPO (if located in a rural area).
Hearing Date	Enter the date of the public hearing.
Adoption Date	Enter the date this program was adopted by council or commission.
Resolution Number	Enter Legislative Authority resolution number (if applicable.)
Amendment Date	Enter the date this program was amended by council or commission.

Column Number

1. Functional Classification. Enter the appropriate 2-digit code denoting the Federal Functional Classification. (**Note:** The Federal Functional Classification must be approved by FHWA.)

Description

00- No Classification

Rural (Under 5000 pop.)

- 01 - Interstate
- 02 - Principal Arterials
- 06 - Minor Arterials
- 07 - Major Collector
- 08 - Minor Collector
- 09 - Local Access

Urban (Over 5000 pop.)

- 11- Interstate
- 12- Freeways & Expressways
- 14- Other Principal Arterials
- 16- Minor Arterial
- 17- Collector
- 19- Local Access

1. Priority Numbers. Enter local agency number identifying agency project priority (optional).

2. Project Identification. Enter (a) Federal Aid Number if previously assigned; (b) Bridge Number; (c) Project Title; (d) Street/Road Name or Number/Federal Route Number; (e) Beginning and Ending Termini (mile post or street names); and (f) Describe the Work to be Completed.

3. Improvement Type Codes. Enter the appropriate federal code number.

Description

01- New construction on new alignment	07 - Resurfacing	14 - Bridge Program-Special
02- Relocation Project	08 - New Bridge Construction	21 - Transit Capital Project
03- Reconstruction	09- Bridge Replacement	22- Transit Operational
04- Major Widening	10 - Bridge Rehabilitation	23 - Transit Planning
05- Minor Widening	11 - Minor Bridge Rehabilitation	24 - Transit Training/Admin.
06- Other Enhancements	12 - Safety/Traffic Operation/TSM	31- Non Capital Improvement
	13 - Environmentally Related	32 - Non Motor Vehicle Project

5. **Funding Status.** Enter the funding status for the entire project which describes the current status.

S - Project is selected by the appropriate selection body and funding has been secured by the lead agency.

P - Project is subject to selection by an agency other than the lead and is listed for planning purposes. (Funding has **not** been determined.)

6. **Total Length.** Enter project length to the nearest hundredth (or code "00" if not applicable).

7. **Utility Code(s).** Enter the appropriate code letter(s) for the utilities that would need to be relocated or are impacted by the construction project.

C - Cable TV

O - Other

S - Sewer (other than agency-owned)

W - Water

G - Gas

P - Power

T - Telephone

8. **Project Phase.** Select the appropriate phase code of the project.

PE - Preliminary Engineering only (or Planning)

RW - Right of Way or land acquisition only (or equipment purchase)

CN - Construction only (or transit operating)

ALL - All Phases: from Preliminary Engineering through Construction

9. **Phase Start Date.** Enter the month/day/year in MM/DD/YY format that the selected phase of the project is **actually** expected to start.

10. **Federal Fund Code.** Enter the Federal Fund code from the table.

		<i>FTA Discretionary for Capital Expenditures</i>	
BIA	- Bureau of Indian Affairs	5307	- FTA Urban Areas
BR	- Bridge Replacement or Rehab.	5309(Bus)-	Bus
CDBG	- Community Development Block Grant (HUD)	5309(FG) -	Fixed Guideways
		5309(NS) -	New Starts
CMAQ	- Congestion Mitigation Air Quality	5310	- FTA Elderly/Disabled
DEMO	- ISTEA Demo Project (Selected)	5311	- FTA Rural Areas
Discretionary	- Ferry Boat Discretionary, Public Lands Highways, or Scenic Byways	REV	- Rural Economic Vitality Program
		STP(C)	- STP Statewide Competitive Program
DOD	- Dept. of Defense	STP(E)	- STP Transportation Enhancements
IC	- Interstate Construction	STP(S)	- STP Safety Including Hazard and RR
IM	- Interstate Maintenance	STP(R)	- STP Rural Regionally Selected
NHS	- National Highway System	STP(U)	- STP Urban Regionally Selected
		STP	- WSDOT use only

11. **Federal Funds.** Enter the total federal cost (**in thousands**) of the phase regardless of when the funds will be spent.

12. **State Fund Code.** Enter the appropriate code for any of the listed state funds to be used on this project.

CAPP - County Arterial Preservation Program	PWTF - Public Works Trust
CHAP - City Hardship Assistance Program	RAP - Rural Arterial Program
TPP - Transportation Partnershis Program	SCP - Small City Program
AIP - Arterial Improvement Program	WSDOT - WSDOT funding
PSMP - Pedestrian Safety & Mobility Program	OTHER - All other unidentified state funding
PTST - Public Transportation Systems Progra	

13. **State Funds.** Enter all funds from the State Agencies (in thousands) of the phase regardless of when the funds will be spent.

14. **Local Funds.** Enter all the funds from Local Agencies (in thousands) of the phase regardless of when the funds will be spent.

15. **Total Funds.** Enter the sum of columns 10, 12, and 14. (Auto-calculation in the “STIP Too” program.)

16-19. **Expenditure Schedule - (1st, 2nd, 3rd, 4th thru 6th years).** Enter the estimated expenditures (in thousands) of dollars by year. (*This data is for **Local Agency** use.*)

20. **Environmental Data Type.** Enter the type of environmental assessment that will be required for this project. (This is “**required**” for **Federally funded projects**, but may be filled in for state or locally funded projects.)

EIS	- Environmental Impact Statement
EA	- Environmental Assessment
CE	- Categorical Exclusion

21. **R/W Certification.** Click **Y** if Right of Way acquisition is required. If yes, Enter R/W Certification Date, if known. (This is “**required**” for **Federally funded projects only**.)

B. Databases and Files in Application

The following database files are identical for all versions of Windows and Macintosh.

STIP.STP

The main project database.

PHASE.STP

The database containing phase information.

PLCENAME.STP

The database containing the OFM assigned codes and other location information for an agency.

ImpSTIP.STP

A database used in importing information into the FileMaker Pro STIP application. It is used to check and see if a project already exists in the STIP database before importing records.

TOTALS.STP

A database used in the production of various reports in this application. Its purpose is to carry totals and summaries of the dollar amounts associated with every phase of a project.

DeletDup.stp.

A database used to hold the last set of duplicate project records deleted on import. When you import data into STIP a check for duplicates is made as part of the process. This is so that changes to existing records that are reimported are not saved as separate projects. Records are imported to a temporary location (ImpSTIP.STP) and then we check to see if a record with that key (*not project ID, a key unique to the record*) already exists. If it does it, along with associated phases, is deleted before moving the new copy in. Records that are deleted are first exported to this database. Note that these are project records only. Phase information is deleted. We do this just to provide you with some history of projects that have changed last.

STIP.pdx

The search index for the PDF version of STIP manual. To use this index you need the version of the Acrobat Reader with search. That version is also free.

Stip folder

This folder contains various support files used by the Acrobat search engine.

The following files and folders are shipped with all windows versions

STIP.EXE

The *Runtime* STIP Too program for all versions of Windows.

CLLNGENU.DLL
CLSPELL.DLL
FMENGINE.DLL
FMOLE.DLL
FMTOOLS.DLL
FM_STIP.DLL

Basic Filemaker Pro runtime support files.

DBF.IMP
EXCEL.IMP

FileMaker Pro runtime support files needed for importing and exporting data in different formats.

USENGLSH.MPR

FileMaker Pro US english spelling dictionary.

The following files and folders are shipped with all Macintosh versions

STIPmac

The *Runtime* STIP application for Macintosh.

Files For System Folder

This folder contains basic FileMaker Pro runtime support files.

C. Who to call for Help!

If you have any questions concerning information to be entered in the *STIP Too* application, or problems encountered while using this application, please contact:

Dave Zevenbergen
Highways & Local Programs Service Center
E-Mail: zevenbd@wsdot.wa.gov
Telephone: 360-705-7384

If you have any comments about how the *STIP Too* application works, suggestions for its improvement, or wish to report any problems using this application, contact:

Charlie Valentine
Highways & Local Programs Service Center
E-Mail: cvalenti@wsdot.wa.gov
Telephone: 360-705-7382

We *are* interested in improving this application to make it as easy as possible for you to use in developing your Transportation Improvement Program (**TIP**) and look forward to hearing from you.

D. TIP Tips

1. **Unchecking Fed/State Fund Code radio buttons:** Hold down the “Shift” key and click the button you want to change. (Use if Fed/State dollars are removed from a project phase.)
2. **Inserting/changing the same data field for all project records:** Place your cursor in the field you want to change, make the change, then go to Mode/Replace on the Command Bar. A standard dialogue box will appear and ask if you want to make the change in X number of records in the current found set of projects. (Good to use for adding/changing Hearing date, Adoption date, Resolution No., or other repetitive fields.)
3. **Six Year Form:** Easy place to make *minor* modifications to your TIP. Virtually, all the fields are interactive. (Not a good way to be adding new projects.)
4. **Zoom Control:** Lower left corner of the window are two “mountain ranges” - a little one and a bigger one. The little one makes the view smaller, while the bigger one makes the view larger.